****NHSE Parliament Awards Requirements

The Requirement is detailed below which provides background to the project/business need, the standards or specification required alongside the essential supplier skills and the objectives of the requirement.

**Background Information:**

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| The NHS Parliamentary Awards is an awards programme run by NHS England designed to help health and care organisations to engage with their local MPs, celebrate the work they do, and build or strengthen ongoing relationships.  This programme has run successfully for the last five years with the support of an external partner who have delivered logistical, technical and commercial expertise that we are unable to provide in house.  The objectives of the NHS Parliamentary Awards are to:   * Encourage MPs to identify and highlight examples of system working and integration across the health and care landscape * Improve NHS and Healthcare staff morale by recognising and celebrating their achievement publicly, with best practice being shared as appropriate * Inform MPs about the positive progress we are making across the country in delivering the [NHS Long Term Plan](https://www.england.nhs.uk/long-term-plan/) priority areas * Enlist the local media reach of MPs in communicating the aims of the NHS Long Term plan to a wider audience.   We would like to run this programme again in 2025 and 2026 as we received overwhelming support and great feedback from stakeholders, MPs, NHS organisations and senior NHS England executives as well as from the Secretary of State for Health and Social Care..  NHS England is accountable, through its Board, to the Secretary of State for Health and Social Care for delivery of the annual mandate. The mandate sets the strategic direction for NHS England and helps ensure the NHS is accountable to Parliament and the public.  This programme works towards the NHS England communication objectives to demonstrate to and involve parliamentarians and key stakeholders in the delivery of the NHS Long Term Plan  NHS England will also support the holding webinars where winners of awards can talk through their projects with other teams across the country to share good practice |

**Standards and Service Specification:**

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| **Scope of work**  This programme requires the support of a dedicated account manager and team who are familiar with the working of Parliament and Parliamentarians.  **Sponsorship**  It is an essential requirement that this programme must be delivered on a cost neutral basis for NHS England. Therefore, the events partner should have access to a sales team with the necessary skills and experience and an understanding of the health and care landscape to successfully pitch and secure appropriate sponsorship for 10 different award categories and a main sponsor.  The Parliamentary Awards requires the support of an events team that are used to working in Parliament and with Parliamentarians to identify and book an appropriate venue for the launch and ceremony in or near the Palace of Westminster.  The event partner will be required to produce a clear service level agreement and contract that set out the expectations and deliverables associated with the sponsorship that are agreed with NHS England prior to being agreed with the sponsors.  All potential sponsors must comply with Cabinet Office guidance on sponsorship and will need to be agreed by NHS England in line with their Standards of Business Conduct Policy. |

**Essential Skills and Deliverables:**

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| **Essential skills**  **Event management**  The Parliamentary Awards requires the support of an events team that are used to working in Parliament and with Parliamentarians to identify and book an appropriate venue for the launch and awards ceremony in or near to the Palace of Westminster. They will need to liaise with the sponsoring MP, their staff, the events host, nominees and nominating MPs to ensure the smooth delivery and running of the awards ceremony.  The launch events will take place in March 2025/26 and the awards ceremonies in July 2025/26. We expect around 100 people including 50 MPs to attend the launch event and around 300 people including MPs, NHS England board members, nominees and their guests and officials, to attend the awards ceremony.  The launch event is expected to take place in a venue in the Palace of Westminster. The ceremony will be in Westminster (but not necessarily the Palace of Westminster). The event partners will be responsible for;   * Sending invitations/monitoring responses * Refreshments/catering * Registrations on the day * Photography * Event literature * AV equipment and setup   **Awards submission portal**  The successful partner will be required to create and maintain an interactive website for the NHS Parliamentary Awards with the ability to submit and process award nominations securely. This will include, the prompt upload of photographs from the launch event, ad-hoc edits and document uploads as required.  The website/submission portal must be user friendly and secure and must allow the download, return and removal of all personal data in line with current GDPR regulation once the contract is complete.  **Communications/media**  NHS England will lead on external communications with the support of our event partner.  We are keen that the NHS Parliamentary Awards generates positive social and traditional media coverage so an organisation that has a good relationship with media organisations that are targeted at MPs such as the House Magazine or Total Politics would be desirable, if not essential  **Customer support**  The successful partner will need to provide telephone and email support to respond to enquiries relating to the awards. The last week of the nomination period is often very busy and the events partner will be required to deal with calls and email enquiries from NHS and Parliamentary staff that may be struggling to submit their nominations on time.  The successful events partner must be able to call upon additional staff to ensure that these enquires are resolved in a timely manner and that they are able to support MPs and their staff to submit nominations if needed.  **Reporting**  The events partner will be required to provide a weekly report on progress of award entries with the ability to identify awards by; NHS England regions, category of award, MP nomination.  We also expect the events partner to provide timely updates on progress towards achieving the required sponsorship.  The event partner team will be required to take part in ad-hoc telephone conferences/meetings to discuss overall progress. |

**Deliverables**:

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| **Deliverables and timescales**  **Progress updates**  The contract will be subject to a full evaluation following the delivery of the NHS Parliamentary Awards in 2025  **Reporting / Dissemination**  There would be regular fortnightly catch-ups to ensure performance against deliverables  **Timescales**  The contract will initially be awarded for 2 editions of the award (ie 2025 and 2026, The contract will be subject to a full evaluation following the delivery of the first of the two editions of the NHS Parliamentary Awards.  **Other information**  The awards programme and final ceremony is designed to coincide with the NHS’ birthday, which falls on 5July. To ensure that the ceremony happens before the parliamentary summer recess we have to date organised the ceremony in the first week of July and we would expect this to be the case for the next two editions of the awards. |

**Proposed Terms and Conditions**

The proposed terms and conditions for this engagement are the NHS Standard Terms and Conditions of services: Purchase Order Version.

No amendments shall be considered or accepted in relation to the Terms and Conditions. Failure to accept the terms will result in disqualification.

There are available to view on <https://www.gov.uk/government/publications/nhs-standard-terms-and-conditions-of-contract-for-the-purchase-of-goods-and-supply-of-services>.

The Purchase Order will serve as the contract.